

Commission on Outreach and International Affairs
October 9, 2003
3:30-4:30 p.m.
325 Burruss Hall
Agenda

- 1. Welcome and Introductions** **Doris Kincade**
 - Welcome, I am Doris Kincade, the new chair of the Commission
 - operating under the new title of Outreach and International Affairs,
 - reflects the title change in John's position
 - university's reorganization of related offices
 - recognized in the resolution sent to University Council.
 - Along with new name, we have several new members
 - To get us started today,
 - introduce yourself (name, home dept)
 - and your affiliation or interest with Outreach/International

- 2. Agenda Approval** **Doris Kincade**
 - You received the agenda as an email attachment.
 - Any comments?
 - Need a motion approve the agenda
 - Need a Second
 - So Move

- 3. Approval of May 8, 2003 Minutes** **Doris Kincade**
 - Process for a notice for the minutes of this meeting,
 - the minutes of the May 8th meeting were sent to members and approved electronically.
 - They have already been forwarded to University Council and approved at their first meeting this year.

4. **Chairman's Report**

Doris Kincade

- Vision for work this year-
 - **“strengthening the position of Outreach/International on campus”**,
 - (in conjunction with John's initiatives for this year)
- Goals
 - more visibility of Outreach/International activities
 - increased recognition of scholarship within Outreach
- Operationally (you will see some of this in the action and info items)
 - work on aligning the committee's charge, structure, and other governance document wording with the university structure
 - improve the connections between faculty, colleges, and the commission
 - increase awareness and participation in the awards program
 - improve understanding of “what is Outreach”

5. **Action Items**

- Alumni Awards for International Affairs Judith Shrum
- Governance document revisions Judith Shrum

6. **Information Items**

- Strategic Plans and Organizational Charts John Dooley
 - Virginia Tech (VT)
 - Outreach and International Affairs (OIA)
 - Virginia Cooperative Extension (VCE)
 - Office of International Research, Development, and Education (OIREDE)
- Resolution for faculty and research study abroad Judith Shrum

(information items continued)

- **Alumni Awards for Outreach Excellence** **Doris Kincade**
 - We have two awards – individual and team
 - Have revised the “call” to be a ONE page document with web site providing details
 - Need to increase participation in the team
 - Faculty reps and others who work with administrative personnel who might apply should begin “preparing” applicants

- **College Awards for Outreach Excellence** **Doris Kincade**
 - Last year this was developed by the Commission
 - Guidelines are same as for University awards
 - Associate Deans were introduced to this in Outreach Council
 - Need plan for how each college will implement
 - Faculty reps
 - need to work with Associate Deans for plan and
 - Report back at next meeting

- Outreach Council Membership John Dooley

- University Council on International Programs Judith Shrum
Membership (UCIP)

- Associate Deans/Program Units with OIA John Dooley
Leadership Responsibilities

- Promotion and Tenure Judith Shrum

- **2003-2004 Meeting Dates** **Doris Kincade**
 - Note dates,
 - some are adjusted to fit university calendar
 - **Next meeting date:** November 13, 2003
 - (needs to be rescheduled)

7. Discussion/Dialogue**All**

- Ways that faculty and college concerns can better flow to Commission?
- Faculty reps - ready to report on plan for implementing college award
- Faculty reps – ready to report next time on Outreach and International Activities within their colleges